



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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March 5, 2003

In Reply Refer To:

1120 (P)
CA-912

EMS TRANSMISSION: 3/5/03

Instruction Memorandum No. **CA-2003-022**

Expires: 09/30/03

To: State Management Team

From: State Director

Subject: Volunteer.Gov/Gov Listing

DD: 3/12/03

Purpose: The purpose of this memorandum is to request your assistance in expanding BLM's use of Volunteer.gov/gov.

Timeframe: This IM is effective immediately and has a due date of March 12, 2003.

Policy/Action: The Washington Office has requested that we immediately expand the BLM Volunteer Program in the state by providing at least 30 volunteer opportunities on the Federal government's Volunteer.gov/gov website system (www.volunteer.gov/gov).

To meet this requirement and maintain the system by Field Office and SO Division, Field Managers and Deputies will post volunteer opportunities for their office and identify a staff person to maintain their office volunteer opportunities by March 12, 2003.

Each office's identified staff person will be responsible for posting volunteer opportunities, answering public inquiries, and keeping their office opportunities up-to-date (see attached "Instructions for Adding Volunteer Opportunities").

Contact: The identified staff persons must call Bobbie Davis-Weir (916-978-4542) to become a registered user of Volunteer.gov/gov system prior to posting of volunteer opportunities.

Signed by:
Karen Barnette
Acting State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachment

"Instructions for Adding Volunteer Opportunities"